



Gunn Memorial Public Library

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## After-Hours Meeting Room Agreement

### Caswell County Public Library's Meeting Room Policy

The following agreement was created to ensure that this facility stays in good shape and well-maintained, and that any expenses associated with its use be paid by those using it.

#### General Policy

The Library meeting room(s) are available by reservation for after-hour meetings by agencies and organizations for a nominal fee.

- Library sponsored programs take priority.
- The Library has the right to bump any other meetings.
- Reservations for the meeting room(s) are first come, first serve.

The cost of renting the meeting room(s) after normal library hours is (Check applicable boxes):

- ☒ One-hundred dollars (\$100) deposit is required at time of reservation
- ☐ 1 – 50 people      \$50 per hour times \_\_\_\_\_ hours      = \_\_\_\_\_
- ☐ 50 – 96 people      \$100 per hour times \_\_\_\_\_ hours      = \_\_\_\_\_
- ☐ 97- 150 people      \$150 per hour times \_\_\_\_\_ hours      = \_\_\_\_\_
- ☐ Kitchenette      \$25 for use      = \_\_\_\_\_
- ☒ Staff      \$20 per hour times \_\_\_\_\_ hours      = \_\_\_\_\_

(\$100 deposit is due up front, reminder due at time of rental)      **Total** = \_\_\_\_\_

Groups using the library meeting room(s) will do so at their own risk, not holding the County liable for injury, and indemnifying and holding the County and its agents harmless if any injury shall occur.

A deposit of one hundred dollars (\$100.00) shall be posted to ensure that the structure is not damaged and is left clean. If no cleanup or maintenance costs are incurred, or if they total less than one hundred dollars, any portion of this amount not expended by the County will be returned.

Groups using the Library will use only the back lobby, restrooms, kitchenette, and meeting room areas. Users of the facility will abide by all laws and County policies and will not cause a disturbance to neighbors or other persons.

Approved May 23, 2019 By Caswell County Library Board  
Approved July 1, 2019 By Caswell County Board of Commissioners

Alcohol will not be consumed, served, or brought onto the premises.

In consideration of the mutual promises herein contained and of other good and valuable consideration, receipt of which is hereby acknowledged, it is hereby agreed by and between Caswell County, North Carolina ("the County") and \_\_\_\_\_ ("Renter") that:

1. The County will allow Renter use of the library meeting room(s), restrooms, and kitchenette on \_\_\_\_\_ for a meeting sponsored by Renter ("the Event").
2. Renter hereby releases the County and its officials, employees, agents, and any other related persons from any and all liability relating to the Meeting, and will indemnify, defend, and hold all such persons harmless from any such liability.
3. Renter will not damage the Library facility, and will promptly pay the County for any damage resulting from his/her use of the facilities.
4. Renter will pay the County \$\_\_\_\_\_ for use of the Gunn Memorial Public Library, and will post a deposit of \$100 to cover cleanup costs and any damage. The deposit will be refunded to the extent not used to pay for cleanup costs and/or damage.
5. Renter will clean the facility after use, put all furniture back in its original place, close doors, turn out lights, remove trash from premises, and clean up any spots or spills.
6. All equipment Renter uses for the Meeting requires the County's prior approval.
7. Any litigation which may result from this contract will take place exclusively in the courts of Caswell County, North Carolina, and will be governed by North Carolina law.
8. The contract constitutes the parties' entire agreement, and supersedes any and all prior contemporaneous agreements or understandings among them.

This contract must be signed before using the facility.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

CASWELL COUNTY

RENTER  
NAME: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_